WHERE: High Traffic Areas
WHO: Janitorial Staff
WHEN: 2x per day
• Bathrooms – all surfaces
• Cafeteria equipment, tables, chairs, etc
• All entrance / exit and office doors, including door handles
• Meetings rooms including tables and chairs.
• Smoking area table surfaces
• Time Clocks – clean with sanitary wipe, use hand sanitizer when clocking in and out for work

WHERE: Personnel Desks / Cubicles
WHO: Office Personnel
WHEN: 1x per day
• Desk surfaces
• Telephone
• Computer
• Keyboard & Mouse
• Chair
• Filing cabinet

WHERE: Manufacturing Area
WHO: Manufacturing Staff
WHEN: 1x per shift
• Work surfaces
• Fixtures, tooling, gauges – includes count fixtures
• Air nozzles / guns
• Machine operation controls, whether touch screen or push-button, including e-stops
• Scan guns
• Material handling equipment – pallet jack handles, lift truck controls, staple machine, etc.

Cleaning Supplies
• Bleach – 1/3 cup per gallon of water
• Germ-X or other hand sanitizer
• Tissues
• Lysol or other approved disinfectant
• Isopropyl-99% alcohol

Cleaning Directions
• Wipe surface with bleach water, 1/3c bleach per gallon of water, and apply disinfectant to the cleaned surface.
• PPE required – latex gloves and eye protection where required.
• Turn off computers or unplug mouse and keyboard.
• Use disinfectant wipes or a soft cloth with disinfectant or isopropyl alcohol sprayed directly on cloth.
• Do not spray disinfectant directly onto computer, printers or copiers.

Other Tips:
• Clean during the last thirty minutes of the shift.
• Cleaning, disinfecting and good personal hygiene are the best defense against COVID-19.